

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 36-2706**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**29 MARCH 2005**

**Personnel**

**MILITARY EQUAL OPPORTUNITY (MEO)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is HQ AFRC/DPX (Col Gayle I. Bowen). This supplement implements and extends the guidelines of Air Force Instruction (AFI) 36-2706, 29 July 2004, and must be completely reviewed. The AFI is published word for word without editorial review. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. This supplement applies to all Air Force Reserve Command (AFRC) military personnel not on extended active duty (non-EAD), including Air Reserve Technicians (ART) when in military status. *Note:* Include the Numbered Air Force (NAF) in all reporting processes. Portions of this supplement are based on AFI 36-2706 and must be read in conjunction with it.

1.6.6.6. All officers assigned as MEO chiefs must attend DEOMI within one year of assignment and all enlisted members and officers assigned as MEO specialist must attend DEOMI within six months of assignment unless granted waiver by HQ AFRC/DPXSZ (career manager)

1.16.3. (Added) The Director of Personnel, HQ AFRC/DP, is responsible for:

1.16.3.1. (Added) Developing, revising, coordinating, and implementing MEO plans, policies, and programs for non-EAD AFRCs military personnel.

1.16.3.2. (Added) Providing operational policy, guidance, and assistance to AFRC NAFs, subordinate units, and MEO offices.

1.16.3.3. (Added) Ensuring all AFRC units implement the MEO plans, policies, and programs outlined in the basic regulation and this supplement.

1.16.3.4. (Added) Staffing MEO related suggestions, complaints, high-level inquiries, and Congressionals.

1.16.3.5. (Added) Developing documentation and management procedures for MEO programs and activities.

1.16.3.6. (Added) Developing, revising, and implementing standardized AFRC lesson plans for Human Relations Education (HRE).

1.16.3.7. (Added) Conducting periodic staff assistance visits (SAV) to AFRC Numbered Air Forces and Wing level MEO offices.

1.16.3.8. (Added) Perform functional area reviews if requested by MEO offices.

1.16.3.9. (Added) Ensuring AFRC MEO personnel receive initial skill level and follow-on professional development training and guidance through reserve-specific and Air Force advanced formal training courses as outlined in AFCAT 36-2223.

1.16.3.10. (Added) Serving as focal point for the cross-feed of MEO information.

1.16.3.11. (Added) Administering the AFRC MEO Awards Program.

1.16.3.12. (Added) Maintaining an AFRC MEO Program Database Management System for the preparation of reports, status summaries, and studies on EOT trends.

1.16.3.13. (Added) Identifying MEO-related issues/problems through trend analysis and taking proper corrective and/or preventive management action on issues/problems that cannot be resolved at unit level.

1.16.3.14. (Added) Conducting special projects and studies, when appropriate, in all areas of MEO functional responsibility to aid in managing field operations.

#### **1.19. (Added) Director of Personnel, Numbered Air Force (HQ AFRC)**

1.19.1. (Added) Ensure field MEO offices implement the plans, policies, and programs outlined in the basic regulation and this supplement.

1.19.2. (Added) Establish a SAV program which includes periodic visits to field MEO offices.

1.19.3. (Added) Ensure MEO Human Relations Education (HRE) is conducted by qualified DEOMI trained instructors.

1.19.4. (Added) Conduct proficiency and enhancement training to wing MEO personnel on a recurring basis

1.19.5. (Added) Serve as the second level of appeal in the MEO appeal process

**2.1. Installation Commander (IC).** For AFRC units which are tenants, IC indicates wing commander

2.1.12. AFRC units will hold annual ICAC meetings unless requested more frequently by IC. (SEE 2.2.1.3)

2.2.8. Checklist will be provided by HQ AFRC/DPXS

2.2.11. Realize that 7204 is an RSS report; the AF 3018 captures the report data.

2.2.15. (Added) MEO Chief will provide personnel changes to include contact information to the NAF as they occur.

2.4.3. By COB of the following UTA

**3.3. Publicizing Programs.** If collocated on a Regular Air Force installation, post in common use areas of Reserve Air Force GSUs, NAFs, Wing, and on Unit bulletin boards.

**3.6. Responding to Congressional and Other High-Level Inquiries.** All Congressional and high level inquiries will be distributed from HQ AFRC/DPXSZ to NAF to wing level MEO offices.

3.6.1. (Added) NAF will report status of open inquiries on a monthly basis

3.7.1. Establish a continuity folder for every unit of responsibility

3.14. **Establishing On-Call Roster.** (For Reserve units) Also distribute to OSI, Chaplain, Family Support, JA, and EEO.

3.15.2. Volunteers may include reservists.

3.16.1. The Director of Personnel Plans Division, HQ AFRC/DPX, coordinates and serves as the focal point for all requests from non-EAD AFRC military personnel for participation at DEOMI. The Chiefs of MEO and or Superintendent/NCOIC will interview all candidates for local MEO positions.

3.16.2.1.1. (Added) Requests for waiver of minimum grade and other specialty qualification standards must be fully justified and sent through appropriate personnel channels to HQ AFRC/DPX. The MEO AFSC is awarded upon completion of the required reserve-specific formal training courses or the active duty Air Force equivalent.

3.16.2.1.2. (Added) Selecting AFRC MEO Personnel. Applicants for MEO duty must be interviewed by the Chief, MEO and approved by the Wing Commander responsible for the local MEO Program.

3.16.2.5. Reserve. 4 UTAs or 10 annual training days.

3.16.2.10.1. (Added) Access authorization. Newly Assigned MEO personnel and retraining applicants currently working in the MEO office may be authorized supervised access to all MEO areas. The MEO chief will provide written justification to IC and HQ AFRC/DPXSZ for approval.

3.17.5.1. (Added) All locally developed lesson plans will be coordinated through HQ AFRC/DPXSZ.

3.17.6. The Chief, MEO will ensure that "no-shows" for MEO training are reported to their unit commanders and rescheduled for attendance.

**Table 3.1. HRE Training Requirements.**

R U L E	If the individual is a(n) (see note 1)	then the curriculum package to use is (see note 2)	and the training is required	and the minimum required length of training is
5	military member or DoD civilian employee on his or her first permanent duty assignment	First Duty Station Lesson Plan (see note 4)	within 30 duty-days of arrival (see note 5)	4 hour <u>once a quarter</u>
6	military member or DoD civilian employee upon a second or subsequent permanent change of station (see note 6)	Newcomers Orientation Briefing Lesson Plan	within <u>1 UTA of arrival</u>	1 hour
8	wing commander, group commander, squadron commander, section commander, command chief master sergeants and first sergeants (see note 6)	Key Personnel Briefing	Within <u>2 UTAs</u> of appointment to position	1 hour

**NOTES:**

9. (Added) Newly accessed AFRC military members (except prior Regular Air Force or Air Force Reserve) are required to attend a four-hour First Duty Station Orientation within 3 UTAs of reporting to their first AFRC duty assignment and station.

10. (Added) AFRC Commanders, Command Chiefs, First Sergeants, and other key personnel are provided a MEO orientation briefing by the Chief, MEO or staff member within 2 UTAs of appointment to such position or arrival on station. Curriculum package used is the standardized AFRC Key Personnel MEO Orientation Lesson Plan.

3.18.2.4. Follow-up will be conducted within 2 UTAs.

3.25.13.1. Within 2 UTAs

3.25.17. (Added) Destroy hardcopy UCA surveys 1 UTA after completion of final report.

3.26. **Installation Climate Assessment Committee (ICAC).** The ICAC for AFRC units will be annual, but only on-base conditions will be considered at AFRC bases that are collocated on an active duty base. Coordinate with Active Duty MEO for data. This assessment meeting may be combined with the local Human Resource Development Council (HRDC) meeting

3.26.3. 1 UTA before actual meeting

3.26.5. Prepare ICAC minutes within 2 UTAs

3.27.1.2. Wings will send the report to the NAF NLT COB of the first day of the NAF's first UTA after the report closure day. NAF will have the report to HQ AFRC NLT 15<sup>th</sup> of the following month after report closure day.

4.3.2. CASE FILE NUMBERING AND LABELING: The case file must contain, at a minimum, the case file number. The case file label will be located in the upper right-hand corner of the folder. Enter date case opened and date case closed on the label. Enter type of case i.e. sex, race, color, etc.

4.3.13. 2-UTAs (follow-up on informal complaints, vice 5 duty days for Regular Air Force).

4.3.15. (Added) EOT Case Files. EOT case files are maintained and retrieved by case file code designator (case file number), not by name.

4.3.15.1. (Added) Case File Folder will consist of AF Form 1587-1, **Military Equal Opportunity Informal Complaint Summary**, attachments, record of inter-agency requests and any other pertinent information.

4.5.2. 4-UTAs not to exceed 120 days (calendar).

4.11.1. Formal official typed agreement, 1 UTA.

4.12. **Follow-up.** Follow-up on facilitation cases at a minimum of every UTA for 180 days

5.2.21.1. (Added) Case File Maintenance

5.2.21.1.1. (Added) Section I: Freedom of Information Act Request.

5.2.21.1.2. (Added) Section II: AF Form 1587, **Military Equal Opportunity Formal Complaint Summary**, with attachments.

5.2.21.1.3. (Added) Section III: Complaint Clarification with attachments.

5.2.21.1.4. (Added) Section IV: Legal Review with attachments.

5.2.21.1.5. (Added) Section V: Action Taken.

5.2.21.1.6. (Added) Section VI: Misc. This section is a repository for paperwork not filed in other sections. All paperwork will be filed chronologically.

5.2.22. (Added) Wing level will forward a complete copy of all closed formal Case Files to NAF within 2 UTAs of closure. NAF will send a copy of AF 1587 and clarification report to HQ AFRC/DPXSZ within 1 UTA after received from wing.

5.10.1. Also applies to Air Force Reserves.

5.10.2.2. Forwarded to NAF and HQ AFRC/DPXSZ after coordination with IC.

5.10.6. See 5.15.5 for AFRC complaint clarification timelines

5.15.5.1.2.1. (Added) Legal coordination and review on complaint clarification reports are accomplished by the local AFRC staff judge advocate. MEO staff must conduct a technical review of all MEO Clarifications.

5.15.5.1.4. (Added) Brief complainant on status of complaint every UTA until closed

6.2.6. Every UTA

6.3.1.1. (Added) MEO office will consult MAJCOM and NAF Assistant for MEO

6.3.2.1. (Added) and command chiefs

6.3.3.1. (Added) Include NAF and MAJCOM

6.3.4. Include NAF

6.5.2.1.3. Within 1 UTA

6.5.2.6. Members dissatisfied with the action on their appeal will have 2 UTAs from receipt of an appeal determination to appeal to the next higher level of command.

**7.3. Higher Headquarters Reporting Requirements.** All notifications will be made through HQ AFRC/DPXSZ via FAMNET email

7.3.1. Every UTA

7.3.3.1. Every UTA

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